



ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

POSITION: Paralegal Instructor (Law)

10-Month Tenure Track Position

ANTICIPATED

STARTING DATE: January, 2016

MINIMUM

QUALIFICATIONS: Juris Doctor degree from an accredited college or university required and a college teaching experience preferred. Knowledgeable in the practice of law and experience working with paralegals required. Strong information literacy and technology skills including familiarity with law-related computer applications and instructional technology highly preferred.

In addition, the following core skills are required: demonstrated understanding of the mission of the community college; demonstrated involvement in support of diversity; excellent interpersonal and communication skills; ability to plan, organize, implement, assess and report on various activities. Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position.

RESPONSIBILITIES: Teaching responsibilities include delivery of courses in the field of paralegal studies and other related business subjects. Other responsibilities include: recruiting and advising students; developing, implementing, revising and evaluating curricula; participating in department, division and college initiatives; and the performance of other duties related to a full-time, tenure track, faculty position.

MINIMUM SALARY: \$52,128

APPLICATION

PROCEDURE: Send letter of intent, resume, transcripts (unofficial acceptable), and the names of three professional references to:

Manchester Community College
P.O. Box 1046, MS #2
Manchester, CT 06045-1046

DEADLINE: Letter of application must be postmarked no later than September 30, 2015
MANCHESTER COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE
ACTION EMPLOYER,M/F, PROTECTED GROUP MEMBERS ARE STRONGLY
ENCOURAGED TO APPLY.